**OMB Control Number:** 0910-0497 **Expiration Date:** 10/31/2020

**APPENDIX D: NOTIFICATION OF ELEGIBILITY AND SCHEDULING VIA EMAIL**

Dear XXX,

Thank for agreeing to participate! We would like to schedule you for a focus group discussion.

The WebEx based focus group discussions will be held at the following times and will last about 90 minutes. Please respond with your availability to join a focus group at the times below:

[ ]  Time slot 1

[ ]  Time slot 2

[ ]  Time slot 3

[ ]  Time slot 4

[ ]  Time slot 5

[ ]  Time slot 6

[ ]  Time slot 7

[ ]  Time slot 8

I will moderate the discussion, and BWH study staff will observe the discussion and record typed notes. Attached are the following materials for your review prior to the focus group discussion:

1. Structured template + User Guide with example entries (required)
2. Focus group discussion questions (required)
3. ISPE/ISPOR joint task force paper on reporting (optional)
4. Paper on design visualization (optional)

Thank you, again, for your interest in improving transparency and reproducibility of database studies!

Cheers,

Shirley Wang, PhD

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